



Re: Online Reporting of Backflow Assembly Tests and Updates to Backflow Tester Records

Dear Backflow Assembly Tester:

Please note that there are significant changes to the City of Mercer Island's Testing and Cross Connection Control Policy. The City of Mercer Island has implemented online test reporting to comply with WAC 246-292-036. The City will only accept test reports from backflow assembly testers submitted online unless it is for a new assembly. The City will not accept backflow assembly tests older than 15 days. Written test reports from backflow assembly testers will only be accepted if the assembly is a new install or if the current backflow assembly is not in the City's backflow assembly database. Currently, the City will not be charging a fee for online backflow test reports, but please note that this could change in the coming years.

The purpose of this Code of Conduct for Reporting Test Results Online and Program Orientation is to supply Washington State certified backflow assembly testers (BAT) with important information required by the State of Washington Department of Health and the City of Mercer Island. **The form on the back page of the Code of Conduct must be completed and returned to the City.** Once the City receives the completed form, you will be issued a user name and password for submitting test reports online to the City.

The City's water customers with backflow assemblies will receive a letter with serial number, hazard ID and location of the assemblies each year.

Thank you for your cooperation in protecting the quality of drinking water for all users. If you have questions about the requirements, you can call (206)275-7608 or email backflow@mercergov.org.

Sincerely,

A handwritten signature in black ink that reads "Casey Leyde".

Casey Leyde

Water Quality Technician

Casey.Leyde@mercergov.org

206-275-7782



January 1, 2019

CODE OF CONDUCT FOR REPORTING TEST RESULTS ONLINE AND PROGRAM ORIENTATION FOR CERTIFIED BACKFLOW ASSEMBLY TESTERS

Standards and Procedures.

The following standards shall apply to all Backflow Assembly Testers (BAT) testing, repairing, and certifying backflow prevention assemblies in the City of Mercer Island. City backflow testing procedures as well as the associated reporting forms are an integral part of the City's Cross-Connection Prevention Program. Failure to follow procedures may subject the BAT enforcement actions pursuant to WAC 246-292-033 and delisting from the City's Backflow Assembly Testers (BAT) list.

The City's BAT list is provided as a courtesy to customers of the City of Mercer Island's water utility. Listed BAT are not representatives of the City of Mercer Island. Nevertheless, listed BAT are expected to conduct themselves in a professional, respectful manner. The City will review the list periodically and may remove BAT from the list based on complaints from utility customers.

1. No person other than an employee of the City is authorized to operate the street-side meter shutoff valve (angle meter, curb stop or gate valve). The tester must call the City if it becomes necessary to operate this valve to make a replacement or repair. A tester shall not remove or replace a backflow prevention assembly without prior approval by the City. The tester may call the City's Water Department, during normal business hours (8:00 am - 4:00 pm, Monday - Friday) at (206) 275-7608 for assistance. After hours, weekends, and holidays calls must be directed to (425) 577-5656.
2. Backflow prevention assembly installations shall be in conformance with City codes, as they now exist or may be hereafter amended.
3. All newly installed backflow assemblies shall be pressure regulated, if the inlet pressure exceeds the manufacturer's rated working pressure.
4. When testing an existing backflow assembly that is currently in the City's backflow assembly database, the test report shall be submitted to the City of Mercer Island using the City's online test reporting website at <https://mercer.tokaytest.com>. Inspection of the proper installation/application for that type of assembly shall be verified and reported.

5. When testing new or existing backflow assemblies that are not currently in the City's backflow assembly database, testers shall use the City's approved blank backflow assembly test report form. This test report form contains information required by the City and the Department of Health. Test reports must be legible. The signed test report shall only be submitted to the City of Mercer Island via hand delivery, US postal service, or email at backflow@mercergov.org.
6. **As of Jan 1st 2019**, Backflow assembly test reports must be submitted to the City within **15 days** of the initial test. The City will not accept test reports submitted more than **15 days** since the initial test. **Failure to submit test report within 15 days will result in the backflow assembly tester having to retest the assembly(ies) in order for the report to be accepted by the City.**
7. If repairs are needed that require more time than allowed by the test reporting deadline date, the tester, owner or user shall contact the City to request an extension to the original deadline by emailing backflow@mercergov.org before the expiration of the reporting deadline.
8. The City may, at its discretion, verify the results on submitted test forms. Verifications will be conducted within a reasonable time, as determined by the City, but not to exceed three (3) weeks from the date of the initial inspection. If the results of the verification are different from the results on the submitted test forms, the City may reject the submitted test forms and require a retesting of the assembly before it will be approved by the City. Any retest must be performed with representatives of both the tester and the City present. The City will not be responsible for any costs associated with the retest.
9. A tester shall not knowingly falsify the results of the backflow assembly test performed by him/her. Examples of this include, but are not limited to:
 - a. Signing or submitting backflow test reports for tests he/she did not perform.
 - b. Falsifying test reports.
 - c. Making unneeded repairs.
 - d. Not having proper backflow certification to perform tests in the City of Mercer Island.
 - e. Not using proper test procedures as established by City code.
 - f. Using unauthorized backflow test equipment.
 - g. Not reporting failing tests and repairs made to assemblies.

10. Testers' equipment shall have a calibration verification, at a minimum, once per year. Calibration verification shall be conducted by using the procedures adopted by the American Society of Mechanical Engineers (ASME) as now exists or as may be hereafter amended, by using a Test Kit Calibration Report. A copy of the Backflow Test Kit Evaluation and Test Gauge Calibration Report, prepared by a qualified individual or company, must be provided to the City.
11. Tester shall provide the City with a copy of his/her current State of Washington BAT Certification Card.
12. Washington State Certified Backflow Assembly Testers ("BAT") shall complete and return the City's Code of Conduct form prior to testing any backflow assembly that is located within the jurisdiction of the City's water systems.
13. Testers must possess a valid City of Mercer Island business license.



Completing New Test Report Forms

New City of Mercer Island Test Report for 2019

1. Name of business of Property Owner
2. Service Address: The address where the assembly is located (business address for assemblies in mobile cleaning vehicles).
3. Phone: Landline or cell number
4. Assembly Location: The general location (ie: NW corner of lot, next to the meter, # of feet south of meter, North wall of room #, etc.)
5. Downstream Hazard: The type of hazard this assembly is protection. (CO2 system, dishwasher, premise isolation, irrigation)
6. Type of assembly: DCVA, RPBA, PVBA, Air Gap, etc.
7. Installation: New, existing (Not available online, or if replacement, old assembly serial #)
8. MFG of assembly: Make of the assembly (Febco, Watts, Wilkins, etc.) model number, size, serial number including any letters. Check if the assembly is on the Washington State approval list.
9. Washington State Approved Assembly?
10. Meets City of Mercer Island and State of Washington installation requirements?
11. Remarks: Report all repairs, note incorrect installation, replacement of the assembly modifications, condition of the assembly, etc.
12. Initial Test: The results of the initial test before any repairs.
13. Air Gap test inspections must include:
 - a. Measurements of the supply pipe diameter;
 - b. Measurements of the air gap separation; and
 - c. Whether or not the air gap is an approved air gap at the time of inspection.
14. Repairs: The repairs including, but not limited to: flushing, replacement of parts, exercising the relief valve, cleaning of check valve discs.
15. Final Test: The results after repairs.
16. Meter reading and meter number if testing a detector assembly (Required)
17. Line Pressure: PSI of line pressure.
18. Initial Test: Date, printed name and signature of person performing the test, BAT # and phone #.
19. Repairs: Date, printed name and signature of person performing the repairs, BAT # and phone #.
20. Final Test: Date, printed name and signature of person performing the final test, BAT # and phone #.
21. Calibration Date, gauge #, and model of test kit being used.
22. Service Restored: The position the shutoff valves were left after completion of the test.

***Note: Test reports are legal records. Accuracy and legibility are required**



Code of Conduct Online Web Testing and Program Orientation for Certified Backflow Prevention Assembly Testers

I hereby certify that I am an approved State of Washington Backflow Prevention Assembly Tester and have thoroughly read and understand the City of Mercer Island's Backflow and Cross-connection Control regulations and procedures with which I agree to comply.

Upon completing and sending back this form and **ALL REQUIRED** documents below to the City you will receive your personal web link, login and password which will allow you to submit online web test reports. Please return by email: backflow@mercergov.org

Attached are copies of the following:

1. State of Washington BAT certification card ***REQUIRED**
(save as: BAT#-bat; example "B1234-bat.pdf")
2. Current backflow test kit calibration verification report ***REQUIRED**
(save as: BAT#-calibration; example "B1234-calibration.pdf")
3. City of Mercer Island business license ***REQUIRED**

MI business license # _____

- Yes, list my company on public BAT listing
- No, please do not include my company on the public list

Please update your information and return this form. (save as: "BAT#-code.pdf") ***REQUIRED**

Name: _____ BAT #: _____

Company: _____

Address: _____

Testers Email (***REQUIRED**): _____

Testers Phone: _____

Testers Cell Phone: _____

Signature _____

Printed Name _____

Date _____

***Please return this page and necessary documents by email: backflow@mercergov.org**